

Agenda*
Radio-Frequency Identification Document Advisory Panel
Panel Website - <http://www.library.ca.gov/crb/rfidap/>

February 6, 2008

10:00 a.m. – 4:00 p.m.
Stanley Mosk Library and Courts Building
914 Capitol Mall , Room 500
Sacramento

10:00 a.m.

- **Welcoming Remarks** – Susan Hildreth, Chairperson, California State Library
- **Overview of the Recommendation Development Process** – Chris Marxen, California Research Bureau
- **Discussion of First Topic:** Before a government agency adopts a new type of government-issued identification document, it must clearly establish a need, identify the specific requirements of all stakeholders, and design objectives to meet those needs and requirements. Government-issued identification documents must be designed to protect the privacy of the user and the security of the agency and its systems. The design objectives should consider security and disposal issues after the service life of the document.
 - The Agency will Provide a Technology that Meets Stakeholder's Needs
 - Assessment of the adequacy/inadequacy of the current technology
 - Assessment of the needs of the Agency
 - An analysis of the how the document will be used after issuance
 - Develop objectives for the proposed new technology
 - Create a Defensible Process when Selecting a New Technology by Utilizing those Technologies that Best Meet the Objectives of the Program, Addressing the Security and Privacy Concerns Associated with the Chosen Technology, and Considering the Security and Environmental Implications when the Identification Document is Lost, Stolen, or Disposed.
 - Select the best new technologies by analyzing their costs and associated benefits
 - Consider all feasible alternative systems when selecting a new technology
 - Select the technologies that provide the highest possible level of security and privacy
 - Offer California residents systems that will continue to protect their privacy if lost, stolen, or disposed
 - Offer California residents identification document technologies with a low environmental impact
- **Public Comments (3 minutes per presentation)**

12:30 p.m.

Lunch

* Breaks will be called as appropriate by the Chairperson.

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- **Discussion of Second Topic:** To build the awareness and support of government-issued identification document users, the process of identifying, designing, and using a new type of document needs to be open and transparent. The value of the new system will be increased if a mechanism for feedback from the public is established.
 - Provide a Forum for the Public to Comment Before an Agency Selects a New Technology as well as During the Selection Process
 - During the Period of Time that a New Document is Being Issued or Used, Provide a System so that the User is Aware of the Operating Parameters of the System and How Personal Data will be Used or Managed
 - Provide the Opportunity for the Public to Offer Suggestions, Alternatives and Other Types of Feedback to the Agency
- **Public Comments** (3 minutes per presentation)
- **Discussion of Third Topic:** Data that is generated as a result of the use of the government-issued identification documents should be protected.
- An Agency that Utilizes a New Type of Identification Document Should Promulgate Data Management Rules to Ensure Data Privacy to the Greatest Extent Possible and that Restricts Access to the Data to Authorized Users Only
- Rules Regarding the Management of Data Generated as the Result of the Use of a New Identification System Should be Backed Up by Strict Enforcement and Penalties
- **Public Comments** (3 minutes per presentation)

3:30

Closing Remarks and Discussion - Chairperson Susan Hildreth

4:00

Adjourn